

To:	opsdirector@officegreen.com ; productdirector@officegreen.com ; hrspecialist@officegreen.com ; svrphr@officegreen.com
Subject:	Action Required: Plant Pals project risk due to delivery drivers unavailability
<p>Dear all,</p> <p>Thank you for your commitment and your efforts for the Plant Pals project.</p> <p>I am Nadia M. and I am the Project Manager of Plant Pals.</p> <p>Plant Pals project is being tested before official launch. The team has already installed software to manage incoming orders and begun sending out test shipments to customers. However, the team has encountered some problems along the way. One major issue is that there are not enough drivers to deliver all of the orders on time. So far, the drivers have delivered only 80% of the plants successfully. Customer satisfaction has suffered, and some customers have already canceled their subscriptions.</p> <p>The on-time delivery rate needs to be raised to at least 90% to avoid sending the next batch out late. A delay could create even more issues—setting back the project timeline, risking product quality, and hurting revenue.</p> <p>For this reason I would like to request the HR Specialist to schedule a hiring day to hire and onboard more drivers.</p> <p>Also I would like to have a meeting with all of you in order to discuss further actions.</p> <p>Thank you for your time,</p> <p>Nadia M. Plant Pals Project Manager Mail: nadia@officegreen.com Tel: 0030 6936936933</p>	